Patient Care Technician (and Certified Nursing Assistant)

Criminal History Background Check Requirements

All students enrolling in courses to become a Patient Care Technician (PCT) or Certified Nursing Assistant (CNA) must complete a “Right to Review” criminal history background check from the Louisiana State Police (LSP). All prospective PCT/CNA students must complete the background check process prior to the first day of class. Prospective students are encouraged to start the background check process as early as possible. Students are required to bring the instructor their background check results before the first day of class.

Directions for obtaining a Right to Review Background Check:

1. Go to the LSP website: [http://www.lsp.org/technical.html#criminal](http://www.lsp.org/technical.html#criminal)

2. Prospective PCT/CNA students must complete and print two forms on this webpage. First, click on the “Right to Review Authorization Form.” Complete and print this form. Then, click on the “Right to Review Disclosure Form.” Complete and print this form.

3. It is best to carry both forms in person to the LSP Headquarters located at 7919 Independence Blvd., Baton Rouge, LA 70806. (You will receive your background results the same day if you go in person to the LSP.)

4. If you go in person to the LSP Headquarters, you must have two separate money orders for $10 and $26, or a credit card. The $10 fee is for fingerprinting, and the $26 fee is for the background check.

**Note:** You may mail the two Right to Review forms to the LSP. The mailing address is printed on the forms. However, it typically takes 4 weeks or longer to receive your background check results via mail. If you mail the two forms, you must also include two FBI (form FD-258) fingerprint cards and a $26 money order. You may obtain the two FBI (form FD-258) fingerprint cards from your local police or sheriff department. The cost of fingerprinting varies at each police or sheriff office. It is best to call before going and ask about the cost of fingerprinting and which forms of payment are accepted.